



Leadership in Higher Education CARE/MNM Internship

Department: Student Affairs

Title of Internship: [Center for Alcohol and Related-issues Education \(CARE\)](#) and
Midnight Madness (MNM) Intern

CARE Internship Description

Mission Statement:

The mission of the Center for Alcohol and Related Issues Education (CARE) is to plan, implement, and promote educational activities which encourage the health and well-being of Baldwin-Wallace students. CARE provides a variety of activities and programs, including Midnight Madness (MNM), Certified Peer Educator (CPE), and the Health Promotions Grant Board (HPGB). Graduate interns assist in achieving this mission through their various roles.

Position Description:

The Graduate Intern is a member of the Student Affairs staff at Baldwin-Wallace College and reports to the Director of Student Life/Director of CARE. The Graduate Intern is responsible for implementing the goals of the CARE office and working toward achieving the Center's mission. The roles of the Graduate Intern include advisor of student run organization(s), programmer, resource person, presenter, mentor/role model, and administrator.

Major Internship Responsibilities:

Work with the other CARE staff members to:

- Provide healthy, safe, and fun non-alcoholic programs for the campus community.
- Teaching in and out of the classroom.
- Enable students who make poor choices learn from their mistakes and gain resources for future responsible decision making.
- Assess culture on campus in regards to alcohol and other drug use and use this information to guide programming and activities.
- Work with campus and community partners to combat the occurrence of high-risk drinking by Baldwin-Wallace students.
- Develop resources, presentations, educational programs, and bulletin boards on various aspects of healthy living and responsible decision making.
- Work with at-risk populations (e.g. Greeks, athletes and first year students) to proactively address alcohol use and responsible behavior within their communities.

- Plan, implement and promote educational activities which enhance the health and well-being of Baldwin-Wallace students.

Advisory Responsibilities:

- Advise a minimum of one student organization.
- Meet weekly with officers of the student organization.
- Meet weekly with members of the student organization.
- Set goals with the organization's members.
- Evaluate progress of the organization's goals and assess effectiveness of the organization's programs.
- Provide leadership development and team building opportunities for organization members.
- Maintain constant communication including follow-up and feedback with organization members.

Additional Responsibilities:

- Assist with national programming weeks including: National Collegiate Alcohol Awareness Days, Sexual Responsibility Awareness Days, and Safe Spring Break.
- Serve and/or chair various committees.
- Work with online Alcohol EDU program.
- Serve as a positive role model for students.
- Meet regularly with supervisor.
- Meet regularly with the CARE staff.
- Attend on-going staff development and training.
- Support non-alcoholic social alternative programs sponsored by other offices.
- CARE Graduate Interns are also responsible for other duties as assigned.

Preferred Background or Skills:

- Experience and/or interest in programming, planning special events, peer education, and/or working with special student populations (e.g. Greeks).
- Experience and/or interest in working with college students in an advising capacity.
- Experience and/or interest in wellness issues.
- Experience in computer technology including word processing, database management, web page design, marketing campaigns, assessment, and/or publication design.
- Minimum of a Bachelor's Degree.

Mid-Night Madness (MNM)/Student Life Internship Description

Mission:

The purpose of MNM (Mid-night Madness) shall be to offer the Baldwin-Wallace College student body with a weekly non-alcoholic event that is social and/or recreational and is responsive to the diverse needs of the campus community and consistent with the Mission of the College and Student Affairs.

Position Description:

The Mid-Night Madness (MNM)/Student Life Graduate Intern will be a member of the Student Life area within the Student Affairs Division of Baldwin-Wallace College and reports to the Director of Student Life & Involvement. The Graduate Intern is responsible for implementing the goals of the Student Affairs Division and the Student Life area working toward achieving the mission. The role of the Graduate Intern includes the role of advisor, programmer, resource person, and administrator. The Student Life Center includes Greek Life, Leadership, and Student Activities. The Student Life Center (SLC) mission is to encourage the growth and development of Baldwin-Wallace students by providing opportunities for involvement, leadership, fun and success through leadership retreats, clubs and organizations.

Major Internship Responsibilities:

The Graduate Intern will be responsible for some of the items below:

- Serve as a positive role model for students.
- Promote healthy, safe, and fun non-alcoholic programs for the campus community.
- Provide leadership development opportunities for students.

Advisory Responsibilities:

- Advise student organization Mid-Night Madness
- Meet weekly with officers of assigned organization(s).
- Attend meetings and events of organization(s).
- Set goals with the organizational members.
- Train executive board.
- Provide leadership development and teambuilding for organization's officers and members.
- Meet regularly with student organization's officers (Student Director, Treasurer, Secretary, and PR/Motivator).
- Maintain on-going communication including follow-up and feedback with officers and organization members.
- Evaluate progress of the organization's goals and assess effectiveness of the organization's programs.
- Design and implement assessment tools for organization members and events.
- Keep Student Life Staff informed of the organizations' activities and also attend SLC staff meetings.
- Work with outside vendors and set up organizations overnight retreat at a camp site.

Programming Responsibilities:

- Create programming for the officers and members.
- Work closely with student organizations' programming efforts.
- Provide resources regarding programming.
- Plan, implement and promote educational activities which enhance the health, well-being and programming needs of Baldwin-Wallace Students.

Administrative Responsibilities:

- Attend Student Life and Student Affairs staff meetings.
- Meet regularly with supervisor.
- Attend ongoing staff development and training.
- Maintain project binder(s) as a reference tool.
- Meet each semester with supervisor for job performance evaluation.
- Provide a written end of semester report and maintain current records of events.
- Assist Student Life staff members with collecting data needed to fulfill grant reporting requirements.
- Support non-alcoholic social programs sponsored by other offices.
- MNM Graduate Intern is also responsible for other duties as assigned.

Preferred Background or Skills:

- Experience and/or interest in programming, planning special events, and working with target groups (Athletes, Greeks, and First Year Students).
- Experience and/or interest is working with college students in an advising capacity.
- Experience and/or interest in alternative programming.
- Experience in computer technology including word processing, database management, marketing, assessment, and publication design.

Special Considerations:

The **CARE/MNM intern** is one full internship divided between two areas within Student Affairs. This intern will assist in the Center for Alcohol and Related Issues Education and be an advisor to the Midnight Madness program, a student-run group which organizes weekly social activities.